



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 46TH ENGINEER BATTALION
8113 MISSISSIPPI AVENUE
FORT POLK, LOUISIANA 71459-5446

AFZX-HC-EN

20 January 2015

MEMORANDUM FOR All Personnel, 46th Engineer Battalion, Fort Polk, LA 71459

SUBJECT: Command Policy Memorandum # 1- Open Door Policy

1. References:

- a. Army Regulation (AR) 600-20, Army Command Policy, dtd. 18 March 2008/RAR 04 August 2011.
- b. US Army Installation Management Command (IMCOM) Policy Memorandum #5, Director's Open Door Policy, 16 June 2003.
- c. Headquarters, JRTC and Fort Polk Command Policy Memorandum #SJA-01, Commander's Open Door Policy, dtd 12 January 2011.
- d. 1st Maneuver Enhancement Brigade, Command Policy Letter #1.

2. Purpose. To provide guidance on the Open Door Policy to all civilian and military personnel assigned to or under the command of the 46th Engineer Battalion.

3. Applicability. This policy applies to all Soldiers and civilians assigned, attached, or under operational control of the 46th Engineer Battalion.

4. All Soldiers in the 46th Engineer Battalion should first provide their immediate leaders in the chain of command the opportunity to assist in solving their problems. I expect the members of the chain of command to assert themselves quickly and sincerely to address each Soldier's problem, complaint, or grievance and to make use of all available resources (chaplains, Army Community Services resources, etc.). My experience has shown that problems are best solved at the lowest level possible.

5. If for some reason your first line supervisor cannot assist you with the problem, or if you are not comfortable discussing your particular situation with him or her, use the next echelon of your chain of command: platoon leader, company commander, and then myself.

6. All Soldiers in the 46th Engineer Battalion must recognize that the chain of command is the first source of assistance for any problems, but I am available and will make time to deal with emergencies. For routine matters, it is best to make an appointment through the Command Sergeant Major.

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7. As leaders we must all be experts in meeting our Soldiers needs. I expect all leaders within the Battalion to talk to and listen to their Soldiers. This is one of the most important responsibilities for all leaders in the 46th Engineer Battalion. Open communication is absolutely essential to effective, cohesive units. Soldiers must know that their problems or complaints will be heard and responded to and that their leaders care. I also expect all leaders to do everything in your power to help your Soldiers solve their problems.

8. This policy will be announced in formation and placed on unit bulletin boards, and will remain in effect until superseded or rescinded.

“STEEL SPIKE!”

A handwritten signature in black ink, appearing to read 'W. B. Moen', followed by a horizontal line.

WILLIAM B. MOEN
LTC, EN
Commanding